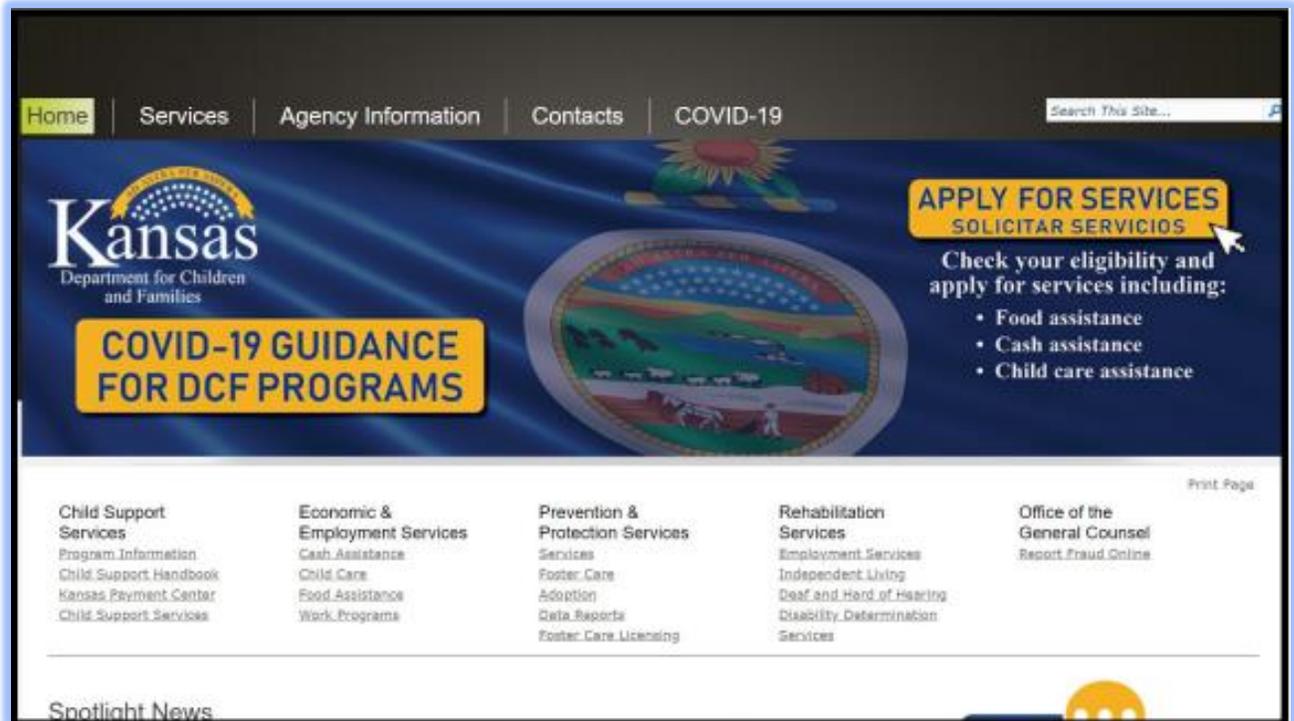
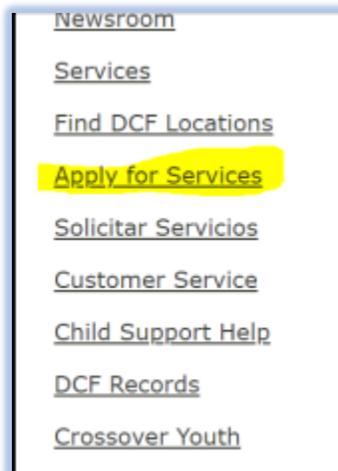


1. Las familias que soliciten los beneficios del Programa P-EBT deberán acceder al sitio web público del Departamento de Menores y Familias (DCF): www.dcf.ks.gov.



2. Los usuarios pueden hacer clic en la casilla amarilla que dice “Apply for Services” [Solicitar servicios] o usar el hiperenlace “Apply for Services”. Desplácese hacia el área inferior derecha de la página y seleccionen “Apply for Services”. (Nota: Si el hiperenlace “Apply for Services” ya está marcado, vayan al paso 4).



3. Hagan clic en “Go to the DCF Online Application and Self-Assessment” [Ir a la solicitud y autoevaluación en línea del DCF].

Welcome to the DCF Online Application for Services.

Important: It is recommended that you use one of the internet browsers listed below when using the DCF Online Application. Other browsers may cause issues with the screen display:

- Microsoft Internet Explorer 8 (IE8), Internet Explorer 9 (IE9), Internet Explorer 10 (IE10), or Internet Explorer 11 (IE11)
- Google Chrome version 35 or later
- Mozilla Firefox version 29 or later
- Apple Safari versions 6.1-7.1.1

What would you like to do today?

[Applying for Benefits Desk Aid](#)

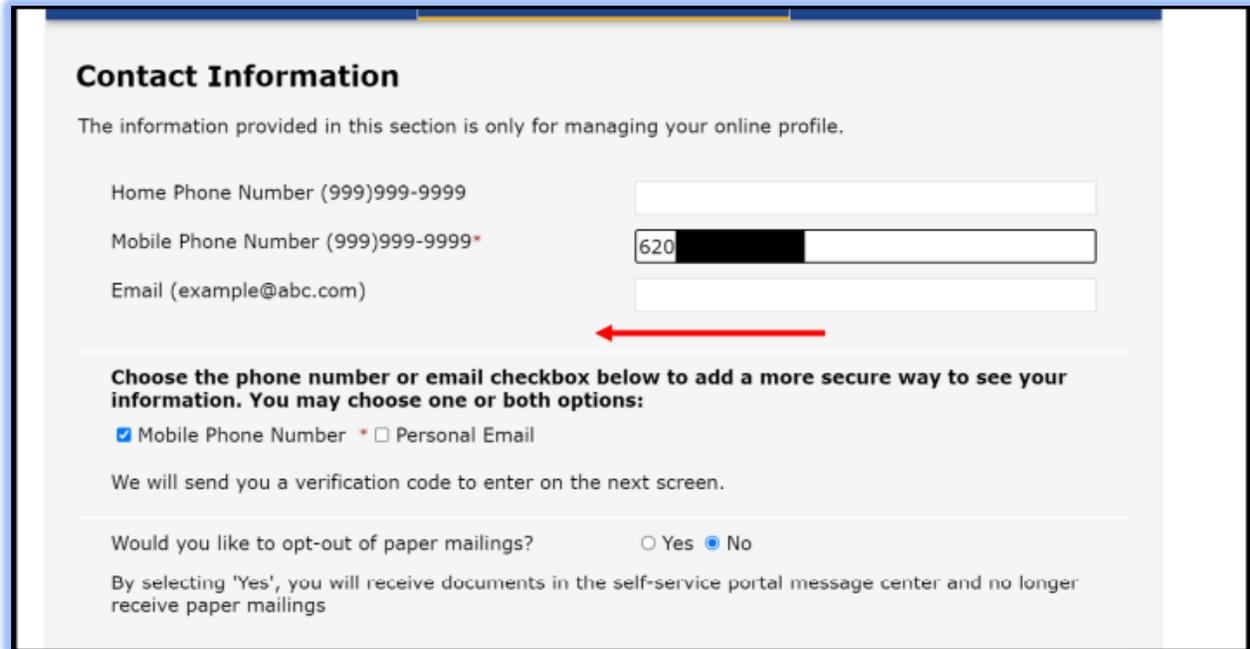
[Applying for Benefits Desk Aid- Spanish](#)

[Go to the DCF Online Application and Self-Assessment](#)

4. El portal de autoservicio del DCF aparecerá en la pantalla. Los usuarios pueden iniciar sesión (“Log In”), si ya tienen una cuenta, o pueden registrarse y crear una (“Sign Up”). Si tienen problema para acceder a su cuenta o con el proceso de solicitud, pueden comunicarse con el Servicio de Ayuda de Nivel I (Tier I Help Desk) llamando al 1-877-782-7358.

The screenshot shows the Kansas DCF Self-Service Portal. At the top left is the Kansas logo with the text "Kansas Department for Children and Families". To its right is the text "DCF SELF-SERVICE PORTAL". At the top right are the links "Log In" and "Sign Up". Below the header, there is a message: "If you have trouble using this site, please contact our Help Desk at 1-877-782-7358." Below this is a notice: "If you are interested in applying for the Hero Relief Program, please use the standard Child Care Assistance application by clicking on 'Apply for Assistance.'" Another notice states: "Starting July 10, a Two-Step Authentication process will be required to sign into your account. This process adds security to help keep your information safe. A verification code will be sent to you based on your choice of text message, voicemail or email." At the bottom, there are three main navigation buttons: "CHECK Eligibility" with a photo of a woman and a child, "APPLY for Benefits" with a photo of a young child, and "ACCESS my Benefits" with a photo of a family.

5. Cuando se registren para crear una cuenta, deberán usar la autenticación de dos pasos. Pueden ingresar un teléfono móvil y un correo electrónico. Si ingresan ambos, en la próxima sección deben seleccionar tanto el número de teléfono móvil como el correo electrónico personal. En el próximo paso deben elegir qué método prefieren para recibir su código de verificación.



Contact Information

The information provided in this section is only for managing your online profile.

Home Phone Number (999)999-9999

Mobile Phone Number (999)999-9999*

Email (example@abc.com)

Choose the phone number or email checkbox below to add a more secure way to see your information. You may choose one or both options:

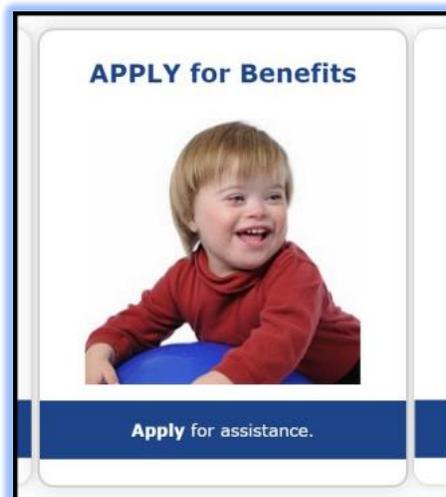
Mobile Phone Number * Personal Email

We will send you a verification code to enter on the next screen.

Would you like to opt-out of paper mailings? Yes No

By selecting 'Yes', you will receive documents in the self-service portal message center and no longer receive paper mailings

6. Aparecerá un mensaje que les preguntará a dónde desean que se le envíe su código de verificación. Una vez que se haya recibido e ingresado el código de verificación, aparecerá el portal de autoservicio. Los usuarios deben hacer clic en “Apply for Assistance” [Solicitar asistencia].



7. Este es el mismo proceso de solicitud usado por todos los programas no médicos del DCF. Para iniciar la solicitud del Programa P-EBT, los usuarios deberán navegar a través de las páginas de bienvenida. En la página “Let’s get started” [Empecemos], desplácese hacia la parte inferior y seleccionen “Continue” [Continuar].

APPLY

Let's get started

Here are some things to know before you start the application.

Submit this application as soon as possible. If you are eligible, some benefits start from the date a signed application is received in our office.

You may be able to get your food assistance benefits within 7 days. Food assistance benefits cannot be issued until an interview is conducted and you have provided proof of your identity.

If you can't complete the application now, give your name, address and signature and submit the application. All information must be complete before your application can be processed.

We may ask you to provide some or all of the following items. Please be ready to provide this information.

- Proof of where you live
- Proof of age and identity
- Proof of citizenship for those who want to receive benefits
- Proof of non-citizen status for those who want to receive benefits
- Child care bills and receipts
- Proof of child support and/or alimony paid or received within the last 3 months
- Proof of income
- If self-employed, federal income tax returns, bookkeeping records
- Rent receipt/lease payment (including insurance and property taxes)

the answers you have given.

After you finish the application, you can submit it online. It may take 30 minutes or more to finish all the questions.

The application can be submitted at any time by clicking the "Submit Application" tab at the top of the screen.

Welcome	Start Application	People	Job/Wages	Other Income	Expenses	Resources	Other	Submit Application
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Back **Continue**



8. Se mostrará la página “Instructions” [Instrucciones]. Seleccionen el botón “Continue”, que se encuentra en el extremo inferior derecho de la página.

Instructions

*The tabs above tell you what kind of questions we will be asking. The bar below the tabs tells you are to finishing the application.**

You'll see some questions with a star - next to them. You must answer these questions before you on to the next page.

Check this box next to the item you want to select.

Check this button next to the item you want to select.

Save and Continue

The Save and Continue button takes you to the next page.

Back

9. Aparecerá la página “Start Your Application” [Iniciar su solicitud], donde los usuarios pueden presentar la solicitud del Programa P-EBT. Si van a presentar la solicitud del P-EBT, no pueden seleccionar otro programa.

APPLY

Start Your Application

Which programs are you applying for? * Check all that apply:

- Food Assistance
- Cash Assistance (TANF or Refugee Cash Assistance)
In order to be eligible for cash assistance, there must be at least one child in the home under the age of 18 (including an unborn baby) or you need to qualify as a refugee.
- Child Care
- Pandemic Food Assistance (P-EBT)
You cannot apply for P-EBT with other programs selected; P-EBT must be the only program selected.

[Continue](#)

10. Se les pedirá que proporcionen su información personal (nombre, fecha de nacimiento, número de seguro social, número de teléfono, correo electrónico y dirección). En la próxima página, se les preguntará cuál es su género y su idioma de preferencia. Una vez que guarden los datos, podrán agregar un adulto adicional del hogar o guardar y continuar para pasar a la información del estudiante/menor.
11. Para cada menor, se deberá indicar el nombre, la fecha de nacimiento y la relación o el parentesco. Después de ingresar esa información, pasarán a la próxima página, en la cual se les preguntará su género, número de seguro social, distrito escolar y tipo de escuela.
12. Los solicitantes deben usar el botón “Add a Person” [Agregar una persona] para añadir a cada uno de los menores en su hogar para quienes están solicitando beneficios. Una vez terminen, pueden hacer clic en “Save and Continue” [Guardar y continuar] para pasar a la página “Submit Application” [Enviar solicitud].